


FLORIDA HIGHWAY PATROL

POLICY MANUAL

	SUBJECT REMEDIAL TRAINING	POLICY NUMBER 26.05
		ISSUE DATE 01/15/08
	APPLICABLE CALEA STANDARDS	REVISION DATE N/A
		TOTAL PAGES 3

26.05.01 PURPOSE

To provide guidelines for providing remedial training to Division personnel.

26.05.02 POLICY

It is the policy of the Florida Highway Patrol to use remedial training as a non-punitive action to correct deficient work performance. Remedial training is intended to enhance skills, knowledge, abilities, and to assist personnel in the accomplishment of a satisfactory level of performance.

26.05.03 RESPONSIBILITIES

- A. The Troop Training Coordinator is responsible for ensuring that recommended remedial training is offered within the established time frame and tracking all remedial training.
- B. The Training Academy is responsible for assisting in providing remedial training or recommending outside training courses that meet specific remedial training needs and maintaining remedial training files, as a part of the employee's training record.

26.05.04 PROCEDURES

A. REFERRAL FOR REMEDIAL TRAINING

- 1. An employee may be referred for remedial training based upon:
 - a. Placement into a Performance Improvement Plan following a performance appraisal.
 - b. Failure to meet any performance standard on a performance appraisal.
 - c. Failure to demonstrate minimum required proficiency on any Division weapon or equipment.

- d. Failure to perform job duties.
 - e. A complaint investigation.
 - f. Any incident that indicates a need for remedial training.
 - g. A request from the employee.
- 2. When a need for remedial training is identified, a supervisor will make a recommendation to the Troop Commander. The recommendation shall include the reason(s) for the recommendation and specify the general type of training being requested. The recommendation will be written in consultation with the Troop Training Coordinator.
 - 3. The Troop Commander will review the recommendation and determine whether remedial training is the appropriate course of action.

B. REMEDIAL TRAINING

- 1. Upon approval by the Troop Commander, remedial training must be completed within 6 months.
- 2. Remedial training may be provided through the Training Academy, the Troop Training Coordinator or an outside training school.
- 3. The employee must successfully complete the course, including any examinations or proficiency tests, to be considered to have fulfilled the remedial training requirement.
- 4. If an employee does not complete remedial training within 6 months, the Troop Commander will initiate an inquiry to determine the reasons for the failure to complete the training.
 - a. If it is determined that the failure to complete the training is the fault of the employee the employee may be subject to disciplinary action and may be placed on alternate duties until training is completed.
 - b. If it is determined that the failure to complete the training is not the fault of the employee, the review will identify the specific reasons, make recommendations to prevent future failures, and ensure that the employee receives the remedial training as soon as possible.

C. RECORDS

- 1. Upon a recommendation for remedial training, the Troop Training Coordinator will create a file for tracking the remedial training. The Troop Training Coordinator will ensure that all relevant

documents are placed in the file as the documents become available.

2. The Troop Training Coordinator will track the employee's progress until the training has been successfully completed.
3. The file shall not be considered complete until it contains, at a minimum:
 - a. The initial recommendation.
 - b. Documentation of Troop Commander approval.
 - c. Lesson plan of the course the employee attended.
 - d. Documentation that the employee successfully completed the training course.
4. Once complete, the original of the file will be sent to the Training Academy for inclusion in the employee's training records.